

CONTINUING EDUCATION PROGRAMMING

This document is the parent policy for any College procedures. Questions regarding this policy are to be directed to the identified Policy Owner.

Category:	A. Academic
Policy Number:	A07
Approval Date:	June 15, 2023
Effective Date:	June 15, 2023
Policy Owner:	Vice President, Academic

Objective:	This policy governs the development, delivery, and review of all Continuing Education non-credit and credit-based programming. It ensures the College has a systematic approach to govern Continuing Education programming, including processes to support ongoing student success.
Policy:	<p>The Continuing Education Programming Policy, and its associated procedures, provide a range of specific processes, controls, and practices to govern Continuing Education non-credit and credit programs/courses; from initial development through to ongoing operation. This includes specifying institutional responsibilities and procedures and identifying applicable processes for Continuing Education Credit programs and courses.</p> <p>Non-Credit Programming Olds College of Agriculture & Technology (the “College”) develops and delivers non-credit programming to respond to the needs of its clients, including students and industry partners. The operational model utilized for non-credit learning activities includes processes to plan, implement, monitor, assess, and adapt the delivery of non-credit programming.</p> <p>Note: The College non-credit learning opportunities are not funded by the Alberta Government ministry responsible for Advanced Education. The learning opportunities are offered on a cost recovery model that fully recovers the costs of the delivery and any associated indirect costs associated with their delivery. Further, it is the expectation that Continuing Education courses and program pricing contribute net revenue to the College.</p> <p>Credit Programming Credit programming may be offered via Continuing Education based on:</p> <ol style="list-style-type: none"> 1. The ability to support learners with a need for part-time programming and alternate service delivery approaches. 2. Supporting learner pathways and providing opportunities to enhance previous credentials. 3. Expanding student funding access for non-traditional delivery.

	<ol style="list-style-type: none"> 4. Responsiveness to industry needs. 5. The ability to incubate new program opportunities. 6. The capacity for revenue generation, including supporting key investments in priority areas and fostering institutional sustainability.
Definitions:	<p>Continuing Education Non-Credit Program: A set of courses delivered to students through open enrollment. These programs are not subject to the provincial regulatory system.</p> <p>Continuing Education Non-Credit Course: A course delivered via Continuing Education that has not been approved as part of a provincially approved program.</p> <p>Continuing Education Non-Credit Student: A student enrolled in a non-credit program or course.</p> <p>Continuing Education Credit Program: A provincially approved academic credit program delivered via Continuing Education, and under the curriculum oversight of a Dean, that has been approved by Academic Council.</p> <p>Continuing Education Credit Course: A credit course delivered via Continuing Education that has been approved by Academic Council, as part of a provincially approved program. Note: In some instances, the same course may also be offered via an academic school within the College; however, students choosing to enroll in a Continuing Education credit course are subject to the Continuing Education Programming Policy.</p> <p>Continuing Education Credit Student: A student enrolled in a Continuing Education provincially approved academic credit program and/or course are subject to the rights and responsibilities of the Continuing Education Programming Policy.</p>
Related Information:	
Related Procedures:	A07 Continuing Education Programming Procedure
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